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IN REPLY PLEASE REFER TO:
19:CPO/300

November 15, 2019

TO: Interested Parties

FROM: Rick T. Sogawa 
Procurement Officer

SUBJECT: Request for Proposals No. CO-2019-30, Addendum No. 3
Various Consulting Services

This Addendum No. 3 is to amend the RFP as follows:

1. Article IV. Procurement Timeline on page 3 of the RFP is amended as follows:

"IV. Procurement Timeline

<u>Activity</u>	<u>Scheduled Dates</u>
Public notice announcing RFP	Nov. 1, 2019
Distribution of proposal specs/proposal form	Nov. 1, 2019
Pre-Proposal Conference	Nov. 6, 2019
Deadline to submit written inquiries	Nov. 7, 2019
Response to written inquiries	Nov. 19, 2019
Proposal submittal deadlines	Nov. 29, 2019; 4:00 p.m. HST
Proposal review	Nov./Dec. 2019
Notice of award	December 2019
Contract execution	December 2019
Start of services	January 1, 2020

The HPHA reserves the right to amend or revise the procurement timeline without prior written notice when it is in the best interest of the State."

2. Subparagraph 2 in Article V. Pre-Proposal Conference on page 3 of the RFP is hereby amended to read as follows:

"Prior to submittal of the proposal, it is highly recommended that Offerors ~~inspect the properties to familiarize themselves with the existing conditions,~~ **review the RFP requirements** and the extent and nature of work to be performed. No additional compensation will be allowed by reason of any misunderstanding or error regarding services to be performed."

3. Subparagraph 11). Review owner's one (1) year tenant notification letter to verify that it meets statutory and administrative requirements; on page 31 of the RFP is hereby deleted in its entirety.

4. Subparagraph 4. b). 2). on page 42 of the RFP is hereby amended to read as follows:

"2) Develop a timeline with the HPHA and submit RAD application(s) to HUD as requested by the HPHA. **Track and submit required materials to the HUD RAD Help Desk Portal.**"

5. A new subparagraph c). is hereby added to Article VI paragraph A. 4. The Successful Offeror shall provide as-needed Rental Assistance Demonstration Project services on page 42 of the RFP as follows:

"c) Post RAD Application and other RAD consultation services:

- 1) Maintain schedules to track RAD conversions for individual properties including due dates for critical milestones and work product delivery.
- 2) Assist the HPHA in conducting tenant informational and update meetings.
- 3) Prepare and submit RAD financing plan.
- 4) Provide other RAD consultation services as requested by the HPHA."

6. Subparagraph B. 2. Experience and Capability on page 42 of the RFP is hereby amended to read as follows:

"2. Experience and Capability

Offerors shall be in business for a minimum of five (5) years with minimum **10 years of** combined personnel experience in each of the following: Section 8 performance-based contract administration, tenant income recertification, low income housing tax credit programs and RAD services."

7. Subparagraph 5. d) on page 46 of the RFP is hereby deleted in its entirety and replaced with the following:

"d) Compensation for RAD services:

- 1) An all-inclusive hourly rate as accepted in the price proposal.
- 2) Allowable reimbursement of travel costs is subject to the following:
 - i. Coach class airfare;

- ii. Lodging not to exceed \$160 per day per person;
- iii. Per diem not to exceed \$50 per day per person; and
- iv. Ground transportation for compact or sedan size rental car not to exceed \$60 per day OR actual cost of taxi fare.
- v. Actual costs above the allowable reimbursable travel rates shall be the responsibility of the Successful Offeror. The Successful Offeror shall obtain prior written approval from the HPHA for reimbursable travel cost deviations from the requirements and specified rates.
- vi. Travel reimbursement claims shall include supporting documentation of expenses incurred.
- vii. Paid using a State purchase order."

8. Subparagraph 5. e) on page 47 of the RFP is hereby deleted in its entirety and replaced with the following:

"e) Separate invoices shall be submitted for each of the following services:

- 1) Section 8 performance-based contract administration fee;
- 2) Section 8 MOR fee;
- 3) Quality control service review of tenant income recertification files;
- 4) Other consultation services related to tenant income recertification;
- 5) LIHTC training fee;
- 6) LIHTC travel reimbursement;
- 7) RAD assessment, application, post application, and other RAD consultation services; and
- 8) RAD travel reimbursement.

9. Subparagraph 1. D) on page 55 of the RFP is hereby deleted in its entirety and replaced with the following:

"d) Rental assistance demonstration:

- 1) An all-inclusive hourly rate for RAD services.
- 2) A narrative for travel to include the number of trips, number of travelers, and the number of days for each trip.
- 3) Applicable travel costs, which are allowable reimbursements, are not required to be included in the price proposal."

10. Attachment 14 – Sample Price Proposal Format is hereby deleted and replaced with Attachment 14a – Sample Price Proposal Format (Rev. 11/12/2019) to reflect the hourly rate pricing structure for the RAD service component.

11. All other terms and conditions of the RFP shall remain the same.

Please contact Ms. Tammie Wong, RFP Coordinator, at (808) 832-6071 should you have any questions. Thank you.



Sample Price Proposal (Rev. 11/12/2019)
RFP CO-2019-30

A. Section 8 Performance Based Contract Administration:

	Administrative Fee	MOR Fee
Contract Term	Percentage of Base Fee Required for PBCA Operations	Unit Price for each completed Management and Occupancy Review
Initial 12-Month Period		
Option Year 1		
Option Year 2		
Option Year 3		
Option Year 4		

B. Quality Control Service Review of Tenant Income Recertification Files

Contract Term	Unit Price for Review of Each Tenant Income Recertification File	Hourly Rate for Other Consultation Services
Initial 12-Month Period		
Option Year 1		
Option Year 2		
Option Year 3		
Option Year 4		

C. As-Needed Low Income Housing Tax Credit Training

1. Training Fee:

Contract Term	Unit Price for Each Training Session (max 15 trainees)	No. of Sessions	Total
Initial 12-Month Period		5	
Option Year 1		5	
Option Year 2		5	
Option Year 3		5	
Option Year 4		5	
Total			

2. Travel Narrative:

D. As-Needed Rental Assistance Demonstration

Contract Term	Hourly Rate
Initial 12-Month Period	
Option Year 1	
Option Year 2	
Option Year 3	
Option Year 4	

2. Travel Narrative: